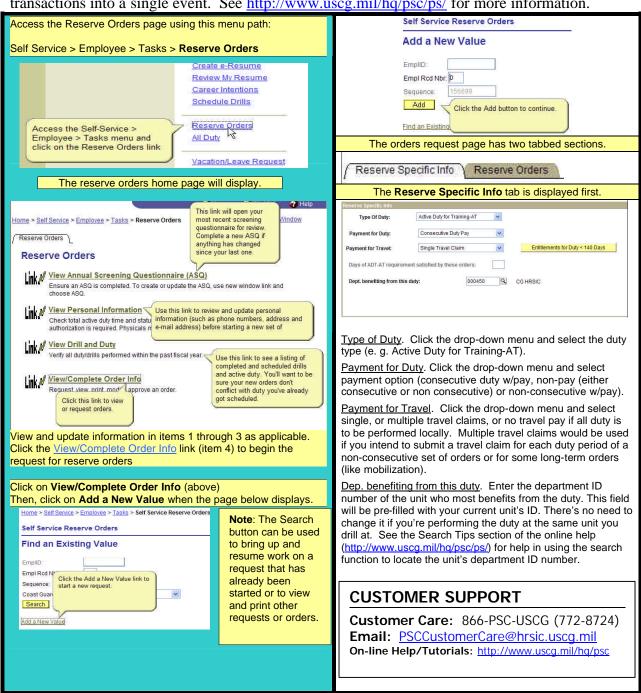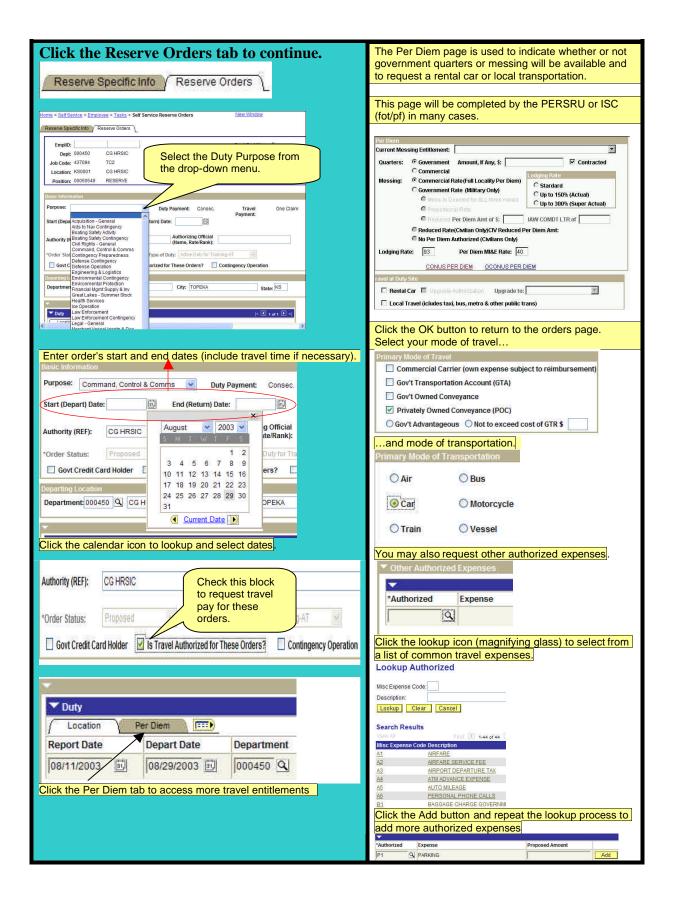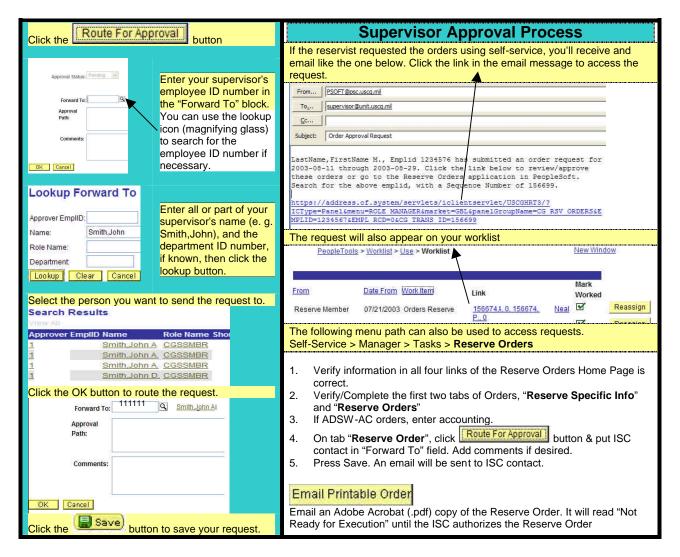# Request for Reserve Orders Goes Online

Beginning in October 2004, reservists will be able to submit requests for reserve orders electronically using PeopleSoft. The system is accessible from any Internet connected computer (Coast Guard Standard Workstation, your home PC, library, etc.). The electronic request eliminates the need to submit the CG-3453 form, the ROARS processing, and combines the request, the routing and approval process, the orders and several behind-the-scenes payroll transactions into a single event. See http://www.uscg.mil/hq/psc/ps/ for more information.

Access the Reserve Orders page using this menu path:

Self Service > Employee > Tasks > **Reserve Orders**

Create e-Resume
Review My Resume
Career Intentions
Schedule Drills

Reserve Orders
All Duty

Vacation/Leave Request

Access the Self-Service > Employee > Tasks menu and click on the Reserve Orders link

The reserve orders home page will display.

Home > Self Service > Employee > Tasks > Reserve Orders

Reserve Orders

Reserve Orders

View Annual Screening Questionnaire (ASQ)
Ensure an ASQ is completed. To create or update the ASQ, use new window link and choose ASQ.

This link will open your most recent screening questionnaire for review. Complete a new ASQ if anything has changed since your last one.

View Personal Information
Check total active duty time and statu...authorization is required. Physicals n...

Use this link to review and update personal information (such as phone numbers, address and e-mail address) before starting a new set of

View Drill and Duty
Verify all duty/drills performed within the past fiscal year.

Use this link to see a listing of completed and scheduled drills and active duty. You'll want to be sure your new orders don't conflict with duty you've already got scheduled.

View/Complete Order Info
Request, view, print, mod... approve an order.

Click this link to view or request orders.

View and update information in items 1 through 3 as applicable. Click the View/Complete Order Info link (item 4) to begin the request for reserve orders

Click on **View/Complete Order Info** (above)
Then, click on **Add a New Value** when the page below displays.

Home > Self Service > Employee > Tasks > Self Service Reserve Orders

Self Service Reserve Orders

Find an Existing Value

EmplID:
Empl Rcd N...
Sequence:
Coast Guar...

Click the Add a New Value link to start a new request.

Search

Add a New Value

Note: The Search button can be used to bring up and resume work on a request that has already been started or to view and print other requests or orders.

Self Service Reserve Orders

Add a New Value

EmplID:
Empl Rcd Nbr: 0
Sequence: 156699
Add

Click the Add button to continue.

Find an Existing

The orders request page has two tabbed sections.

Reserve Specific Info / Reserve Orders

The **Reserve Specific Info** tab is displayed first.

Reserve Specific Info

Type Of Duty: Active Duty for Training-AT

Payment for Duty: Consecutive Duty Pay

Payment for Travel: Single Travel Claim | Entitlements for Duty < 140 Days

Days of ADT-AT requirement satisfied by these orders:

Dept. benefiting from this duty: 000450 | CG HRSIC

Type of Duty. Click the drop-down menu and select the duty type (e. g. Active Duty for Training-AT).

Payment for Duty. Click the drop-down menu and select payment option (consecutive duty w/pay, non-pay (either consecutive or non consecutive) or non-consecutive w/pay).

Payment for Travel. Click the drop-down menu and select single, or multiple travel claims, or no travel pay if all duty is to be performed locally. Multiple travel claims would be used if you intend to submit a travel claim for each duty period of a non-consecutive set of orders or for some long-term orders (like mobilization).

Dep. benefiting from this duty. Enter the department ID number of the unit who most benefits from the duty. This field will be pre-filled with your current unit's ID. There's no need to change it if you're performing the duty at the same unit you drill at. See the Search Tips section of the online help (http://www.uscg.mil/hq/psc/ps/) for help in using the search function to locate the unit's department ID number.

Click the Reserve Orders tab to continue.

Reserve Specific Info   Reserve Orders

Home > Self Service > Employee > Tasks > Self Service Reserve Orders   New Window

Reserve Specific Info   Reserve Orders

EmplID:
Dept: 000450   CG HRSIC
Job Code: 437094   TC2
Location: KS0001   CG HRSIC
Position: 00050549   RESERVE

Select the Duty Purpose from the drop-down menu.

Basic Information

Purpose: Duty Payment: Consec.   Travel Payment: One Claim

Start (Depart Date)   turn) Date:

Authority (R   Authorizing Official (Name, Rate/Rank):

*Order Stat   Type of Duty: Active Duty for Training-AT

☐ Govt C   orized for These Orders? ☐ Contingency Operation

Purpose drop-down list:
Acquisition - General
Aids to Nav Contingency
Boating Safety Activity
Boating Safety Contingency
Civil Rights - General
Command, Control & Comms
Contingency Preparedness
Defense Contingency
Defense Operation
Engineering & Logistics
Environmental Contingency
Environmental Protection
Financial Mgmt Supply & Inv
Great Lakes - Summer Stock
Health Services
Ice Operation
Law Enforcement
Law Enforcement Contingency
Legal - General
Merchant Vessel Inspts & Doc

Departing L
Department   City: TOPEKA   State: KS

▼ Duty
Locati |◄ ◄ 1 of 1 ► ►|

Enter order's start and end dates (include travel time if necessary).

Basic Information

Purpose: Command, Control & Comms ▼   Duty Payment: Consec.

Start (Depart) Date: End (Return) Date:

August   2003
S M T W T F S
                1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31
◄ Current Date ►

Authority (REF):   CG HRSIC   g Official te/Rank):

*Order Status: Proposed   Duty for Tra

☐ Govt Credit Card Holder   ers?

Departing Location

Department: 000450 🔍 CG H   OPEKA

Click the calendar icon to lookup and select dates.

Authority (REF):   CG HRSIC

Check this block to request travel pay for these orders.

*Order Status: Proposed   -AT ▼

☐ Govt Credit Card Holder   ☑ Is Travel Authorized for These Orders?   ☐ Contingency Operation

---

▼ Duty

Location   Per Diem   ▦▶

Report Date	Depart Date	Department
08/11/2003 📅	08/29/2003 📅	000450 🔍

Click the Per Diem tab to access more travel entitlements

The Per Diem page is used to indicate whether or not government quarters or messing will be available and to request a rental car or local transportation.

This page will be completed by the PERSRU or ISC (fot/pf) in many cases.

Per Diem

Current Messing Entitlement: ▼

Quarters: ⦿ Government   Amount, If Any, $:   ☑ Contracted
            ○ Commercial

Messing: ⦿ Commercial Rate(Full Locality Per Diem)   Lodging Rate
            ○ Government Rate (Military Only)   ○ Standard
                                                ○ Up to 150% (Actual)
            ○ Mess is Directed for ALL three meals   ○ Up to 300% (Super Actual)
            ○ Proportional Rate
            ○ Reduced Per Diem Amt of $:   IAW COMDT LTR of
            ⦿ Reduced Rate(Civilian Only)CIV Reduced Per Diem Amt
            ⦿ No Per Diem Authorized (Civilians Only)

Lodging Rate: 93   Per Diem MI&E Rate: 40

CONUS PER DIEM   OCONUS PER DIEM

Travel at Duty Site

☐ Rental Car ☐ Upgrade Authorization   Upgrade to: ▼

☐ Local Travel (icludes taxi, bus, metro & other public trans)

Click the OK button to return to the orders page.
Select your mode of travel…

Primary Mode of Travel

☐ Commercial Carrier (own expense subject to reimbursement)
☐ Gov't Transportation Account (GTA)
☐ Gov't Owned Conveyance
☑ Privately Owned Conveyance (POC)
○ Gov't Advantageous ○ Not to exceed cost of GTR $

…and mode of transportation.

Primary Mode of Transportation

○ Air   ○ Bus
⦿ Car   ○ Motorcycle
○ Train   ○ Vessel

You may also request other authorized expenses.

▼ Other Authorized Expenses
▼
*Authorized   Expense
🔍

Click the lookup icon (magnifying glass) to select from a list of common travel expenses.

Lookup Authorized

Misc Expense Code:
Description:
Lookup Clear Cancel

Search Results
View All   First ◄ 1-44 of 44

Misc Expense Code	Description
A1	AIRFARE
A2	AIRFARE SERVICE FEE
A3	AIRPORT DEPARTURE TAX
A4	ATM ADVANCE EXPENSE
A5	AUTO MILEAGE
A6	PERSONAL PHONE CALLS
B1	BAGGAGE CHARGE GOVERNMI

Click the Add button and repeat the lookup process to add more authorized expenses

*Authorized	Expense	Proposed Amount	
P1 🔍	PARKING		Add

Click the [Route For Approval] button

Approval Status: Pending
Forward To:
Approval Path:
Comments:
OK Cancel

Enter your supervisor's employee ID number in the "Forward To" block. You can use the lookup icon (magnifying glass) to search for the employee ID number if necessary.

Lookup Forward To

Approver EmpIID:
Name: Smith,John
Role Name:
Department:
Lookup Clear Cancel

Enter all or part of your supervisor's name (e. g. Smith,John), and the department ID number, if known, then click the lookup button.

Select the person you want to send the request to.

Search Results

View All

Approver EmpIID	Name	Role Name	Shor
1	Smith,John A	CGSSMBR	
1	Smith,John A.	CGSSMBR	
1	Smith,John A.	CGSSMBR	
1	Smith,John D.	CGSSMBR	

Click the OK button to route the request.

Forward To: 111111   Smith,John A
Approval Path:
Comments:
OK Cancel

Click the [Save] button to save your request.

Supervisor Approval Process

If the reservist requested the orders using self-service, you'll receive and email like the one below. Click the link in the email message to access the request.

From... PSOFT@psc.uscg.mil
To... supervisor@unit.uscg.mil
Cc...
Subject: Order Approval Request

LastName,FirstName M., Emplid 1234576 has submitted an order request for 2003-08-11 through 2003-08-29. Click the link below to review/approve these orders or go to the Reserve Orders application in PeopleSoft. Search for the above emplid, with a Sequence Number of 156699.

https://address.of.system/servlets/iclientservlet/USCGHRT3/?ICType=Panel&menu=ROLE_MANAGER&market=GBL&panelGroupName=CG_RSV_ORDERS&EMPLID=1234567&EMPL_RCD=0&CG_TRANS_ID=156699

The request will also appear on your worklist

PeopleTools > Worklist > Use > **Worklist**   New Window

From	Date From	Work Item	Link	Mark Worked	
Reserve Member	07/21/2003	Orders Reserve	156674,1, 0, 156674, P , 0	Neal ✓	Reassign

The following menu path can also be used to access requests.
Self-Service > Manager > Tasks > **Reserve Orders**

1. Verify information in all four links of the Reserve Orders Home Page is correct.
2. Verify/Complete the first two tabs of Orders, "**Reserve Specific Info**" and "**Reserve Orders**"
3. If ADSW-AC orders, enter accounting.
4. On tab "**Reserve Order**", click [Route For Approval] button & put ISC contact in "Forward To" field. Add comments if desired.
5. Press Save. An email will be sent to ISC contact.

Email Printable Order

Email an Adobe Acrobat (.pdf) copy of the Reserve Order. It will read "Not Ready for Execution" until the ISC authorizes the Reserve Order

Non-Consecutive Orders (differences only):

- "Reserve Specific Info" tab:
  - o Choose Non-consecutive Pay to authorize multiple payments off the single set of orders
  - o Choose Multiple Travel Claims to authorize multiple payments off the single set of orders
- "Reserve Orders" tab:
  - o Begin and End dates in the "Basic Information" section represent the date range duty can be done with the orders.
  - o Report and Depart dates in the "Duty" section represent the dates of specific duty instances. The actual number of duty days will be held to the maximum number of days in this section. If estimated duty periods is available, enter them here. If not, a single row comprising the total number of duty days is sufficient.

Limitations

- ISC(pf) approves all Reserve Orders, including ADSW-AC orders that have AFC-30 accounting.
- Accounting is generated by the system and cannot be changed. To preserve the integrity and uniqueness of the system-generated TONOs and accounting lines, fields and values that affect accounting are no longer accessible to users once an order is authorized and accounting is generated.